Vehicle Hire Guide

PURCHASE ORDER:

Ensure the purchase order clearly states:

1. Vehicle type required
2. Hire start & finish date and time
   (the daily rate works on a 24 hour basis or part thereof so please make sure this
   is taken into account i.e. 3pm – 3pm or 12pm – 12pm, as you may be charged
   an extra day if no time is specified).
3. Delivery & collection address.
4. Driver names and a contact number.
5. Confirmation that hire is covered on college vehicle insurance.
6. Check for any additional charges (see over) and ensure they are included.

ON DELIVERY:

1. Check the vehicle with delivery staff noting any defects and sign acceptance
   form, this is the driver’s responsibility.
2. Send make / model / registration, number of vehicles, duration of hire period
   and nominated driver names to Jo Pennington immediately.
3. Register the vehicle/s on the Footprints Visitor Parking database (accessed
   via the departmental website) for the duration of the hire (allow a couple of
   extra days at the end of the hire period to allow for late pick-ups)
   immediately.

DURING LOAN PERIOD

1. Notify the hire company immediately if a fault with the vehicle becomes apparent
   while in your care. Daily checklists are available on the departmental webpages and
   should be printed out and filled out in whilst in the field.
2. Any fines and costs relating to traffic or parking offences will not be met by the
   department and will be recovered from the respective research grant or free-spend
   account.

ON RETURN:

1. Ensure petrol tank is full on return – we are charged a fee on top of any
   additional fuel costs, substantially increasing the total hire cost.
   Note: BP garage at bottom of Egham Hill!
2. The hirer/driver remains responsible for the collection process, and will retain
   the keys and documentation for this purpose.
3. The hirer/driver must be present for the vehicle re-inspection on collection
   and verify any damage or mechanical problems occurring during the hire
   period before signing off the hire. The vehicle(s) remain in the hirer/driver’s
   care until they are inspected and collected by hire staff. If the damage report
   is not completed before they leave us then you could be liable for any
   subsequent damage occurring. Please ensure that you or one of the named
   drivers on the hire documents is present in the department to handle the
   inspection and collection of the vehicles.
4. Return all paperwork to the Department Health & Safety Coordinator for
   retention in the department.
<table>
<thead>
<tr>
<th>General Charges</th>
<th>Measham</th>
<th>Thrifty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration surcharge</td>
<td>n/a</td>
<td>1.30/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicable on all hire periods</td>
</tr>
<tr>
<td>Delivery and collection</td>
<td>Free</td>
<td>£5/ hire period (2.50)</td>
</tr>
<tr>
<td>Out of hours (9-5) del/collect</td>
<td>??</td>
<td>£20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The driver is responsible for being on site to take delivery/collection out of hours.</td>
</tr>
<tr>
<td>Insurance</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Most hire can be covered on RHUL insurance, please pass vehicle details to Jo Pennington as soon as possible before departure.</td>
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</tbody>
</table>

These prices are correct as of 09/11/2015